

MEMORANDA FOR MEDICAL OFFICERS WHEN A SHIP IS COMMISSIONED
AND SUBSEQUENTLY.

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This list of duties has been compiled primarily for the use of those going to sea for the first time, but may be of service to others as well.

When the ship is fitting out the medical officer shall examine sick bay and spaces under his charge in accordance with article 2101-I.

As soon as possible he shall examine the crew and. (1) verify descriptive lists; (2) ascertain if all crew are properly vaccinated, if not vaccinate those needing it when permitted by commanding officer; (3) ascertain if all crew fully qualified physically. (See article 2102 and 3-I; also 2101 to 2131-I, 2901 to 2997-R., 1303-I, 1351-I, 1357-I, 1504-I.)

CLERICAL DUTIES.

The following work should be started and these books commenced:

1. Filing cases established for all letters, indorsements, bills, vouchers, inventories, invoices, copies of returns, and other sick bay work; all classes of paper work are numbered serially beginning with No. 1, July 1.
2. Property record book or file sheets or card index.
3. Book recording receipt of all health records, also forwarding of same; contains names alphabetically arranged and numbered with corresponding number in pencil on health record. This book may advantageously contain also typhoid and smallpox vaccination data.
4. Prescription book; numbers and dates.
5. Linen and laundry book.
6. Sick bay recorders book; this may also be the rough journal and ward book.

7. Venereal prophylaxis book, or binder for holding liberty lists.
8. Memoranda of interesting cases.
9. Book recording articles wanted and articles for which a survey will later be necessary; one side for wants and other for articles for survey.
10. Book recording operations or rough Form P kept.
11. A filing box or boxes for rough Form F cards.
12. Venereal lists made out; copies for executive office and dispensary and for man who has venereal duty.
13. A full supply of blank forms laid in and conveniently stowed.
14. Slips provided for report to commanding officer "not in line of duty"; article 2902-1-R. complied with.

OTHER REQUIREMENTS AND SUGGESTIONS.

1. A pigeon-hole locker having about 30 compartments and locking arrangement for health records.
2. Instruction for Hospital Corps started (see 2642-1-5-I, Vide No. 83); Handy Book for Hospital Corps, 1917, United States Navy; Mason; lectures; dummy operations, paper work and forms; Hospital Corps drill regulations; optional; Instructions for Medical Officers, 26.
3. Arrangements made with paymaster for food for patients in sick bay; diet slips for commissary steward.
4. Liquor, poison lockers examined carefully; also stowage of all stores either in stores or on hand in sick bay and dispensary, 2964-2965-R.
5. Hospital Corps billeted and arranged in beds and lockers; hammocks and mattresses to master at arms.
6. Hospital Corps find their messing arrangements, also method of drawing clothing, small stores, and money, 2130-I.
7. General station and duty bill made out and posted:
 - (1) Sick bay watches.
 - (2) Stations at various drills.
1. General quarters, Manual Medical Department, Chapter X; 2109-I.
2. Fire, 2707-5-I.
3. Abandon ship.
4. Battalion drill.
5. Landing party, Manual Medical Department, Chapter X, section 3.
6. Collision drill, Manual Medical Department, 982.
- (3) Cleaning stations.
- (4) Liberty lists and rotation for duty as sick bay recorder.
- (5) Routine for sick bay and medicine hours, poison antidote list.

8. Operating room inspected; sterilizer tested; instruments and appliances inspected and placed in order; habitually kept coated with cocoa butter, liquid paraffin, or other method to prevent rust. Table, water, lights satisfactory. This room must not be used for bacteriological or other work.
9. Application should be made by letter for microscope and accessories and upon its receipt preparations made for all ordinary work; an incubator may easily be improvised.
10. It is desirable if possible to obtain an ice box; sera, vaccines, certain foods, etc.
11. Metal feeding and dressing trays may be improvised for use across bunk bars; also same for cups and glasses.
12. Do not send officers to hospital without survey.
13. Weekly inspection of holds, storerooms, and living spaces made with first lieutenant and written up in hull book or letter to commanding officer, 2701-4-2702-2-I, 2115-I.
14. Bill of health always secured before leaving port; unless flagship directs otherwise, 2126-1-2-I. Also meet health officer at gangway, Manual for Medical Department, chapter XV.
15. See that Hospital Corps are always in proper uniform, rating marks applied, clothing regulation pattern. If possible have all sick bay attendants wear white washable clothing. See that uniform is sufficient in amount and properly marked according to Uniform Regulations 1913, 70-71-72.
16. Keep smallpox vaccine and such other vaccines and antitoxins as may be necessary on hand. The flagship sometimes has such stores.
17. Purchase as little extra food for use in sick bay as possible.
18. Inspect bumboats constantly (if any); especial care about bottled waters; mosquitoes in bunches of bananas and in shore boats, 2113-2-I, 2618-2-I.
19. Be prepared to examine water from shore for boilers or drinking, the latter is absolutely necessary, 2621-I.
20. Submit memorandum slip in each case in which admission to sick list is not in line of duty; 2902-1-R; Manual Medical Department, 2254.
21. See that all heads are clean; properly flushed; papers; live steam used to clean if possible; basin to wash hands after using heads if such can be arranged.
22. Carefully inspect prisoners; acute, feigned or communicable disease, 1431-R. Fracture of skull possible in those dead drunk, 2114-I.
23. See that medical boat boxes are O. K.; covered with canvas, marked with ship's name and medical department. Also medical packet in regular boat boxes.

24. Arrange battle dressing packets for isolated positions, turrets, etc., fire and engine rooms, steam and motor boats; these may be tin boxes or canvas-covered packages, well marked. Reserve dressings for use after action should be provided in the same way.

25. See that stretchers are instantly ready for use, some permanently fitted about the decks for use in accidents, such as at coaling ship and handling of stores.

26. Keep constantly on hand dressings and appliances for use in case of accidents, such as burns from fireroom or powder, fractures, restoring the apparently drowned, or those overcome from inhalation of poisonous gases.

27. Determine the best method of removing the wounded from the fire and engine rooms, turrets, handling rooms, tops, and all inaccessible places.

28. Observe regulations concerning locking of storerooms, closing of storeroom and other doors at certain times—sundown at sea; drills—keys never to be taken out of the ship. Keys in hands of enlisted men, 2964-R., 1504-2-I.

29. Cotton or other ear protectors furnished all persons on board during times of firing of great guns. Care about ears in swimming in tropical waters.

30. Barber should be instructed in method of keeping his gear in sanitary condition. List furnished him (not posted) of all syphilitics.

31. See that food is O. K. in quality, quantity, cooking. Dishes washed properly, disinfected if necessary. Syphilitics with open sores have special gear. See that those who eat at irregular hours are properly looked out for 2618-2-5, I.

32. See that wash rooms are in a sanitary condition and men do not urinate while under showers.

33. Prohibit use of tube in water breakers, notably in steam launch. See that scuttle butt is working in satisfactory manner and water cooled and aerated.

34. See that men are billeted properly and not in dangerous places and exposed; no sleeping in storerooms or unauthorized places.

35. Have a landing party scheme always worked out and ready to be put into operation. Instructions for Medical Officers, chapter X: Inspected by flagship twice each year. Material to assemble: Instruments, drugs, dressings, diagnosis tags, transportation.

36. Prepare a schedule of routine and incidental returns in order to facilitate such work as per article 5222-5-I.

37. See that ship's laundry is conducted in a sanitary manner; all infected sick-bay wash to be disinfected before leaving sick bay.

38. If ashore see that a proper place is selected. Inspect carefully entire crew, stripped, at intervals, for early, concealed, or unrecog-

nized disease, especially in cases of men whose duties confine them below decks; especially look for T. B., no cases of which may remain on board longer than can be helped. In port land them in hospital; at sea in tent on deck: in some places a tent on the beach.

39. Careful to retain copies of all correspondence and paper work; especially invoice of medical outfit and all invoices received subsequently.

40. Keep commanding officer informed concerning dangerous or infectious diseases, deaths, important happenings, sanitary condition of port, 2952-3-4, R.

41. Report to officer deck, deaths, accidents, receipt of stores, and all affairs which should be recorded in the log, 1807-3-(c)I.

42. See "Ship and gun drill United States Navy, 1905" for aid to wounded, page 17; casualties, 104; general quarters, 276; medical department in battle, 279 (same as chapter X, Manual for Medical Department).

See "Landing force and small-arm drill—1912" for first aid, 35-72, esp. 63; tent pitching, 75-83; sinks, 72; urinals, 73; kitchen pits, 73; water supply, 77, 69, 16; position hospital tents, 75; men's equipment clothing; position ambulance party; packing knapsack haversack, 22; at battalion drill, 474; officers' equipment, 19; position staff battalion, 473; ambulance party, 17; position staff regimental, 492.

43. Guard against disease brought by animals from ashore.—c. f. plague by rats; also pets on board ship.

44. Recommend anchorage away from shore in infected ports; flies, mosquitoes from beach, in bunches of bananas, sacking, closed boats; sweep out canopy cover of steam launch; care about breeding places on board for mosquitoes.

45. Guard against lead poisoning, gas poisoning. (See circular letter M. & S. 124713, Mar. 23, 1912, 3327-1-2, I.)

46. Guard against infection by syphilis by band instruments, whistles (boatswain mates, officers' deck), all cooks and mess attendants and dentists.

47. Watch for and detect presence of cocaine and other drug habits.

48. Restrict liberty in ports having much sickness; also restrict venereal cases.

49. Swabs and spitkids washed and disinfectants used.

50. Repair at once breaks in surface of linoleum covering of iron decks.

51. Air bedding and contents of bags as often as possible; a maximum of sunlight and fresh air.

52. Cubic capacity of the various spaces in the ship should be known; or know how to determine, for use in case of disinfection.

53. Before a target practice all qualified and acting gun pointers examined as to visual acuity; result entered in gunnery record, 2501-3-I.

54. Surgeon's report at quarters should not be a perfunctory one, but he must have an actual report from the sick bay as to the result of the muster of Hospital Corps and sick.

55. Hospital Corps to have no matches other than of the safety pattern, 2607-15-I.

56. Regulations concerning standing lights in sick bay and spaces must be observed, 2607-2-I.

57. Before going to sea secure sick bay for rolling and collision.

58. Use of harbor water, 2621-I. In infected ports.

59. Formulate scheme for coping with contagious disease; a few cases; many.

60. See that all spaces in ship are ventilated in best possible manner.

61. Manual for Medical Department, page 193, suggests white clothing when thermometer 75 at 8 a. m. Bathing not allowed if water below 70.

62. See that proper awnings are spread in ship's boats and on deck.

63. Mud to be cleaned from anchors and chains when in infected ports. Cleaned overside, not on deck. Instructions Medical Officers, 80-12.

64. Mosquito nets for camping parties in Tropics.

65. Patients suffering from mosquito-borne diseases to be screened.

66. Disinfection of ship, see Manual for Medical Department, page 206.

67. Patients transferred to hospital require—

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| 1. Hospital ticket. | From medical department. |
| 2. Clinical card. | |
| 3. Health record. | To Bureau of Medicine and Surgery. |
| 4. Clothing list made out. | |
| 5. Efficiency report to Medicine and Surgery. | From Executive and Pay Office. |
| 6. Card, transfer of hospital corpsmen. | |
| 7. Conduct report. | From Executive and Pay Office. |
| 8. Service record. | |
| 9. Gunnery record. | |
| 10. Pay accounts. | |
| 11. Receipt. | |

68. Chief pharmacist's mate to keep on hand rubber pillowcase in which to place health records and other valuable official papers in times of danger, abandon ship, fire.

69. No smoking in sick bay, 2625-2-I.

70. Instruct chief pharmacist's mate and other hospital corpsmen just what medicines they are allowed to give and what not without orders from a medical officer. See that they understand fully the danger of cathartics or opiates in cases of beginning appendicitis or other abdominal trouble. See that they understand fulfillment of the various poison conditions and artificial respiration.

71. See that water is not wasted in the sick bay.

72. Isolation ward always ready for service.

73. Hospital Corps instructed as to the proper way to pack knapsack, haversack, blanket, and as to wearing equipment.

74. Designate proper place for stowage of cleaning gear.

75. Medical officer should know if any man aboard has been confined to ship for period longer than 30 days for reasons for which the medical department is cognizant, sickness, venereal; this question asked on admiral's inspection, limit 12 days by art. 3670-R.

76. Marine's "gold medal" cots useful if extra beds are necessary.

77. Mattresses may be dispensed with in isolation ward and parts of sick bay; men using bunks supply their own mattresses and place them on canvas covers over spring bunk frame.

78. Preparations must be made for the safety of insane patients.

79. In case deserters are surrendered on board they must be physically examined and Form 21 made out and sent to executive officer.

80. When enlisted men are condemned by Board of Medical Survey in the United States owing to causes not incident to service their transfer to another station or place for discharge shall not be recommended, 366-R.

81. Health records should be written in ink.

82. If medical officer is president of board of medical examiners he orders the new health record to be made out, 3257-1.

83. Regulations for instruction of officers, 2641-1-3, I; of Ambulance party, 2956-R.; of Hospital Corps, 2642-I. (Vide No. 2.)

84. Care concerning inflammable stores, 2707-1-5, I.

85. Care taken with venereal prophylactic treatment; instruction concerning danger; information circulars, lectures, circulars issued by bureau; posters on bulletin board; punishment for offenders adequate; educational and moral prophylaxis.

86. Use whole (complete) name in official correspondence relating to enlisted men.

87. Keep vaccination of men up until at least three times; no probability of danger. See that all hands have typhoid vaccination.

88. A portable electric lamp is useful in sick bay bed cases, also operating room, also store-rooms. An electric hand torch is useful in bedside work.

89. See red cross instructions, 3861-R., Geneva Convention, Manual Medical Department, chapter 26; Hague Convention, Manual Medical Department, chapter 26.

90. Patients transferred to other than United States Navy Hospitals, 2962-1-5, R.

91. Sick bay sweepings, dressings, etc., taken in bundles to fire rooms and burned. No boxes or anything thrown overboard without permission from officer of deck. Nothing thrown out of ports

92. Ports not to be opened when closed by proper authority (especially at sea) without permission from officer of deck and medical officer.

93. Whenever an officer leaves ship (detached) his room should be carefully cleaned and painted, if mattress is old it should be condemned.

94. A high physical standard for applicants for the various fire-room rates should be held.

95. Be prepared to embalm and bring into port bodies of dead.

96. Great care about "Line of duty" in cases which may possibly become pensionable; safeguard the Government. State all facts very fully.

97. Articles surveyed and ordered to be destroyed should be so destroyed or clearly marked "not on charge." Metal objects marked by file; this to prevent confusion in inventory of articles on charge.

98. Investigate health conditions immediately on arrival in port; also keep posted throughout the ship's stay, safe anchorage, etc.

99. Arrange for the removal of infectious cases to hospitals ashore or tents on beach unless against the best interests of the patient.

100. If scuttle butt has not sanitary terminals keep cup immersed in formaldehyd sol., 1-2500.

101. The United States Public Health Service recognizes as quarantinable diseases cholera, incubation period, 5 days; yellow fever, 5-6 days; smallpox, 14 days; typhus fever, 12 days; plague, 7 days; leprosy, (?) days. State laws impose additional restrictions and quarantine, Manual for Medical Department, chapter XIV.

102. In a port where there is a Marine Hospital (United States Public Health Service and no naval hospital) patients may be sent to the former for treatment by application to authorities in charge; arrangements have been made to that effect by Bureau of Medicine and Surgery, charge 30 cents per day, and at contract rate when hospital is not owned by the United States.

103. Dental work, especially if done by other than commissioned dental surgeons to be carefully supervised, prices, kind of work.

104. Spitting about the decks and ship must be prevented.

105. Visitors must not be permitted to interfere with the work of the sick bay; loafing prevented.

106. The executive's office must let medical officer know of all changes of rating. As soon as a man is received on board his name must be sent to the medical officer; name is then entered in health record index book with date of arrival; the health record itself may come later. All persons transferred from the ship must be reported to medical officer for same purpose.